

The Michigan Department of Education (MDE) is appreciative of the cooperation from Head Start in completing the Michigan School Readiness Program (MSRP) Comprehensive Community Needs and Resources Assessment (CNRA), ensuring that school districts/PSAs are not awarded funds to serve children who are eligible to receive services in Head Start.

Head Start grantees enter the number of Head Start-funded children attending programs this year. Grantees may be contacting delegates to obtain this information. Please review the attached memorandum for further details.

Head Start data must be entered into the Michigan Electronic Grants System (MEGS) by December 20, 2006 to ensure that the appropriate numbers drop into the CNRA before school districts/PSAs begin their portion of the CNRA process.

Special MEGS Head Start Data Entry Note: Data may be entered in more than one login session. Simply enter data, click *save* and leave MEGS. (Do NOT click the submit button until **all** data has been entered and the page is error free.) The next time you log into MEGS and access the Head Start page, you may edit the data you entered from a previous session and/or add new data (click *save* before leaving the page). Once **all** Head Start data has been entered, click the *errors* link on the MEGS toolbar. All errors MUST be resolved prior to submission. After **all** Head Start data has been entered and the page is error free, click the *submit* button.

Be SURE your data is accurate and complete BEFORE clicking the submit button. The act of clicking the submit button is what allows the Head Start numbers to drop into the applicable CNRAs. If there are errors on the Head Start page **or** if the submit button has not been clicked, NONE of the Head Start numbers will drop into any CNRA.

To calculate the Head Start-funded numbers requested, use the largest number of Head Start-funded children's spaces filled at any time from October 1, 2006 through the submission of the report. Choose the date on which the largest number of children were enrolled, not necessarily present. If you operate multiple sites with separate waiting lists, you may choose different dates for each site.

If you have any questions while completing the Head Start Demographics Page in MEGS, be sure to click the "help" link on the MEGS toolbar. For additional technical assistance, please contact the Office of Early Childhood Education and Family Services at (517) 373-8483.